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DEPARTMENT OF THE ARMY FIELD MANUAL

INTERIOR GUARD



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INTERIOR GUARD

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CHAPTER 1

INTRODUCTION

1. Purpose and Scope

This manual is a guide for all personnel concerned with the organization and functions of an interior guard. It covers orders and countersigns, composition and responsibilities of the main guard including duties of personnel, and methods of mounting the guard. The manual also discusses the duties and composition of special guards.

2. Composition of the Interior Guard

a. An interior guard is detailed by commanders of all military installations to preserve order, protect property, and enforce military regulations. The installation commander is responsible for the interior guard of the installation as a whole and he prescribes the composition of the guard. Regiments and separate commands are responsible for the interior guard of their own areas.

b. The elements of an interior guard are classified according to their purposes. They include the main guard (chapter 3) and special guards (park, train, boat, and other guards detailed for specific purposes). Generally, the interior guard consists of a system of patrols and fixed posts (fig. 1).

3. Definitions

a. Challenge. The command “**HALT! WHO IS**

THERE?" is used to cause an unidentified party or person to halt and be identified. If a secret challenge is used, it follows the original challenge and consists of a word or distinctive sound.

b. Password. A word, or distinctive sound, used to answer a challenge identifies the person or party desiring to enter or pass and is always secret.

c. Countersign. A countersign consists of a secret challenge and a password. The words comprising the countersign are issued from the principle headquarters of a command to aid guards and sentinels in their scrutiny of persons who apply to pass the lines. See article 101, Uniform Code of Military Justice.

d. Commanding Officer. The officer Commanding an installation, garrison, or bivouac.

e. Officer of the Day. An officer acting directly under the commanding officer who is responsible on a given day for the execution of all orders of the commanding officer relating to interior guard duty and other duties as may be assigned.

f. Commander of the Guard. The senior officer or noncommissioned officer who is responsible for the instruction, discipline, and performance of duty of the guard. He is the member of the guard next junior to the officer of the day.

g. Company. Includes battery, or any other similarly organized unit.

h. Guardhouse. A building occupied by men detailed for interior guard duty. It might include

guard tent or any other designated location for the headquarters of the guard.

i. Fixed Post. A specific post with well-defined limits.

j. Sentinel's Post. An area for which the sentinel is responsible. Within his post, a sentinel performs the duties required by general and special orders.

k. Confinement Officer. A military police officer assigned to a stockade and charged with the secu-

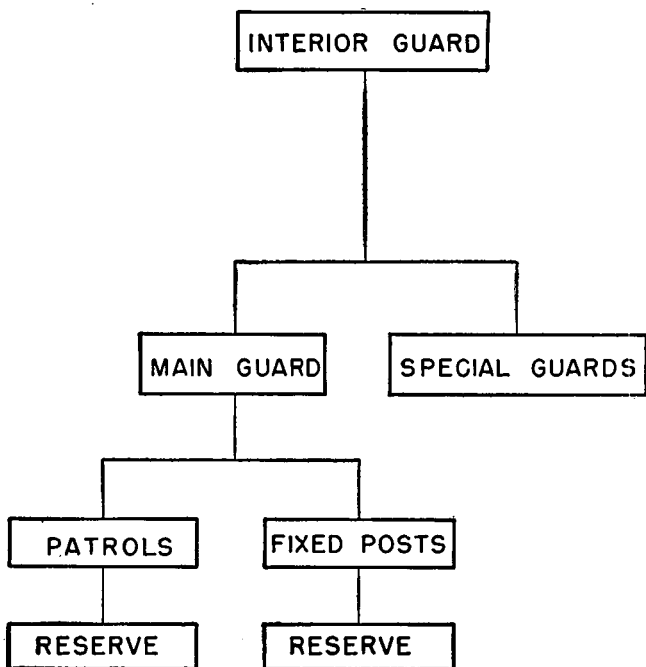


Figure 1. General breakdown of interior guard.

urity, administration, treatment, care, and custody of all prisoners confined in the local stockade or hospital prisoner ward.

l. Stockade. A confinement facility under the jurisdiction of an installation commander, used for the confinement of military prisoners.

CHAPTER 2

ORDERS AND COUNTERSIGNS

Section I. ORDERS

4. Classes

Orders for sentinels include general and special orders. General orders apply to all sentinels while special orders apply to particular posts and duties. Together, they comprise the orders which govern a sentinel while he is on post.

5. General Orders

All sentinels are required to memorize, understand, and comply with the following general orders:

a. No. 1. To take charge of this post and all government property in view.

b. No. 2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.

c. No. 3. To report all violations of orders I am instructed to enforce.

d. No. 4. To repeat all calls from posts more distant from the guardhouse than my own.

e. No. 5. To quit my post only when properly relieved.

f. No. 6. To receive, obey, and pass on to the sentinel who relieves me all orders from the com-

manding officer, officer of the day, and officers and noncommissioned officers of the guard only.

g. No. 7. To talk to no one except in line of duty.

h. No. 8. To give the alarm in case of fire or disorder.

i. No. 9. To call the commander of the relief in any case not covered by instructions.

j. No. 10. To salute all officers, and all colors and standards not cased.

k. No. 11. To be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

6. The Meaning of the General Orders

a. No. 1—To Take Charge of This Post and All Government Property in View.

- (1) The number, limits, and extent of a sentinel's post constitute part of his special orders. The post's limits are defined and include every place a sentinel must go to perform his duties.
- (2) A sentinel reports immediately to the commander of the relief every unusual or suspicious occurrence noted.
- (3) A sentinel apprehends all suspicious-looking persons and all persons involved in a disorder occurring on or near his post. He turns over to the commander of the relief all persons apprehended.
- (4) All persons, regardless of rank, are re-

quired to respect members of the guard in the performance of their duties.

b. No. 2—*To Walk My Post in a Military Manner, Keeping Always on the Alert and Observing Everything That Takes Place Within Sight or Hearing.* The words "military manner" mean an erect and soldierly bearing with the weapon carried as prescribed.

c. No. 3—*To Report All Violations of Orders I Am Instructed to Enforce.* A sentinel reports a violation of orders to the commander of the relief at the first opportunity. He apprehends the offender, if necessary.

d. No. 4—*To Repeat All Calls From Posts More Distant From The Guardhouse Than My Own.* When sentinel posts are located within hearing distance of each other, a sentinel receiving a call from a post more distant from the guardhouse than his own repeats the call to the next post loudly and distinctly. He makes sure that he repeats the call exactly as he received it.

e. No. 5—*To Quit My Post Only When Properly Relieved.*

- (1) If a sentinel requires relief because of sickness or other reason, he calls "Commander of the relief, No. ----, relief," or communicates by telephone or other means with the commander of the relief.
- (2) If a sentinel is not relieved at the expiration of his tour, he does not abandon his post but communicates with the commander of his relief by telephone or other means for instructions.

- (3) Sentinels leave their posts for meals as specifically directed by the commanding officer.
- (4) When so ordered, a sentinel on the last relief of a post leaves at the proper time, returns to the guardhouse, and reports to the commander of his relief.

f. No. 6—To Receive, Obey, and Pass On to the Sentinel Who Relieves Me, All Orders From the Commanding Officer, Officer of the Day, and Officers and Noncommissioned Officers of the Guard Only.

- (1) During his tour of duty, a sentinel is subject to the orders of no one but the commanding officer, officer of the day, and officers and noncommissioned officers of the guard; however, any officer may investigate apparent violations of regulations by members of the guard. In the event an inspecting officer, or any other person in the military service, discovers an irresponsible sentinel on post, it is his duty to notify the commander of the relief of the situation and to stay on that post until a qualified sentinel is posted. See article 113, the Uniform Code of Military Justice.
- (2) A sentinel surrenders his piece only on the order of a person from whom he lawfully receives orders while on post. Even these persons should not order a sentinel to surrender his piece for inspection or

any other purpose, unless an emergency exists.

g. No. 7—To Talk to No One Except in Line of Duty.

- (1) When persons make proper inquiries of a sentinel, he answers them courteously.
- (2) When challenging or talking with any person, a dismounted sentinel armed with a rifle or carbine takes the position of port arms. At night, a dismounted sentinel armed with a pistol takes the position of raise pistol when challenging or conversing.
- (3) A mounted sentinel does not ordinarily draw his weapon in daytime when challenging or conversing, but at night he takes the position of raise pistol.

h. No. 8—To Give the Alarm in Case of Fire or Disorder.

- (1) In case of fire, the sentinel calls immediately, "Fire, No. ----," and gives an alarm or makes certain that an alarm has already been given. If possible, he extinguishes the fire. He then helps direct the responding fire apparatus to the fire. The sentinel notifies the guardhouse of his action by telephone or other means as soon as possible.
- (2) Using a telephone or other means, a sentinel reports immediately to the guardhouse any disorder occurring on his post. He then takes proper police action. If

the assistance of the guard is required, he calls, "The guard, No. ____."

- (3) If the danger is great, he discharges his piece three times in rapid succession before calling. In time of war, sentinels give warning of air and other attacks as directed by the commanding officer.

i. No. 9—To Call the Commander of the Relief in Any Case Not Covered by Instructions.

- (1) If a situation arises not covered by general or special orders, the sentinel calls the commander of the relief by telephone. If the next nearest post is within hearing distance, he calls "Commander of the relief, No. ____."
- (2) The commander of the relief either handles the situation according to previous instructions or calls the sergeant of the guard for advice.

j. No. 10—To Salute All Officers and All Colors and Standards Not Cased.

- (1) Sentinels and other members of the guard salute as prescribed in AR 600-25, with the following exceptions:
 - (a) No salute is given by a member of the guard who is engaged in a specific duty, the performance of which prevents saluting.
 - (b) A sentinel at raise pistol does not salute after challenging. He stays at raise pistol until the challenged party has passed.
 - (c) In garrison, sentinels armed with the

rifle salute by presenting arms. A dismounted sentinel armed with a carbine does not salute after challenging, but stands at port arms until the challenged party has passed.

- (2) During the hours for challenging, a sentinel salutes as soon as an officer has been duly recognized and advanced.
- (3) A sentinel talking with an officer does not interrupt the conversation to salute; however, if the officer salutes a senior, the sentinel also salutes.

j. No. 11—To Be Especially Watchful at Night and, During the Time for Challenging, to Challenge All Persons on or Near My Post and to Allow No One to Pass Without Proper Authority.

- (1) Challenging one person or a group—

- (a) If a sentinel sees any person on or near his post during challenging hours, he advances quickly along his post toward them. When approximately 30 steps from the persons, he challenges sharply "HALT! WHO IS THERE?" Ordinarily the sentinel continues to advance while challenging but if circumstances require it, he may halt. After challenging, he places himself in the best position from which to pass or apprehend the persons. In selecting this position, the sentinel may require the challenged person, or one of a group, to advance toward him, remain halted, advance to a particular place,

face toward the light, or to take any position necessary to determine whether the person or group should be passed or turned over to the guard.

- (b) If the persons challenged are mounted in a vehicle, the sentinel proceeds as if they were on foot. If necessary to carry out his duty, he may have one or all of the passengers dismount.
- (c) The sentinel permits only one member of a group to approach him for recognition.
- (d) The sentinel satisfies himself beyond a reasonable doubt that those challenged are what they represent themselves to be and that they have a right to pass. If he is not satisfied, he calls the commander of the relief.
- (e) After challenging a group and receiving an answer indicating that it is authorized to pass, the sentinel says "Advance one to be recognized." After he recognizes the advancing group member, the sentinel says "Advance (so-and-so)." Thus, if the answer is "Patrol (friends, etc.)," the sentinel says "Advance one to be recognized." After recognition he says "Advance patrol (friends, etc.)."
- (f) If a person approaches alone, the sentinel directs him to advance to be recognized and, after recognition, to advance as described for a group. Thus,

if the answer is "Friend (officer of the day, etc.)" the sentinel calls, "Advance friend (officer of the day, etc.) to be recognized." After recognition, the sentinel says "Advance friend (officer of the day, etc.)."

(2) Challenging two or more persons or groups—

(a) If two or more persons or groups approach the sentinel's post from different directions at the same time, they are challenged in turn, and required to halt and remain halted until advanced.

(b) The senior is the first to be advanced.

(c) If a person or group is advanced and already talking with a sentinel, the sentinel challenges any other person or group that may approach, but advances no one until the person with whom he is talking leaves. He then advances the senior of the remaining persons.

(d) A sentinel advances different persons or groups with the following priority: Commanding officer, officer of the day, officer of the guard, officers, patrols, reliefs, noncommissioned officers of the guard in order of rank, and friends.

(3) A sentinel never allows himself to be surprised. He never permits two parties to advance upon him at the same time.

- (4) Confusing or misleading answers to a sentinel's challenge are prohibited. Such an answer as "friend" is not understood as misleading. It is the usual answer of inspecting officers or patrols when they do not wish to reveal their official capacity.

7. Special Orders

Special orders for sentinels on guard are in addition to and supplement the general orders. They are established by the commanding officer and may differ for various posts, depending upon the nature of the area being guarded.

a. Special orders for the different guard posts are read, understood, and complied with by the sentinels concerned. The commander of the relief clarifies any doubt as to their meaning before he posts a sentinel.

b. The commanding officer is responsible for keeping special orders up to date and published immediately any additional orders for the guidance of guard.

c. Copies of special orders for the guard are kept posted conspicuously in the guardhouse so that all members of the guard may refer to them whenever necessary.

d. The special orders for each guard post should explain and diagram the post's location and boundaries.

e. Additional special orders received by a sentinel before going on guard and while on post are passed on to the sentinel who relieves him.

8. Inspection of a Sentinel by an Officer

When a sentinel is asked by an inspecting officer, "What are your orders?" the proper answer is—"Sir, my orders are of two classes, general and special. My general orders are—*Number 1*: To take charge of this post and all government property in view. *Number 2*: To walk my post in a military manner . . ." and so on, until either stopped by the questioning officer or until he has recited all of his orders including his special orders.

Section II. COUNTERSIGNS

9. General

The commanding officer directs the use of the countersign (par. 3). It is used in combat and, when necessary, in garrison.

10. By Whom Authorized

If a countersign is prescribed, it is devised by the highest headquarters within a zone or area. This authority may be delegated to subordinate units so they can designate a countersign immediately, if it becomes necessary. However, these units notify higher headquarters of such action without delay.

11. Selecting Countersigns

a. The choice of words or sounds is made with care. Words are selected that are difficult for the enemy to pronounce and do not indicate the expected answer. Sounds are selected that are distinctive and similar to those normally heard in the locality.

b. The use of the countersign is rigidly controlled

and the initiative for its use rests with the challenger (sentinel). Mutual identification is essential; therefore, the person challenged should not give the password if he fails to recognize the challenge.

c. Positive recognition by the sentinel of all persons claiming authority to pass is the main consideration. Persons whose sole means of identification is the password are not allowed to pass. If there is a reasonable doubt of the challenged person's authority to pass, even if he gives the password, he is taken to the guardhouse for further investigation.

12. Using Countersigns

When a secret challenge and password are prescribed, the secret challenge is given after the person is advanced to be recognized. The secret challenge and password are given in a low tone to prevent them from being heard by others. For example, a sentinel at a motor park observes a group approaching his post. When the group is still far enough away for the sentinel to take effective measures if the group rushes him after being challenged, he calls "HALT! WHO IS THERE?" After receiving an answer (such as "Sergeant Black, Delta Company motor sergeant") indicating the group is friendly and that it may be authorized to pass, the sentinel says, "Advance, Sergeant Black, to be recognized." When Sgt. Black reaches a point where the secret challenge, spoken in a low tone, can be heard only by him, the sentinel again says "HALT!" Then he gives the secret challenge in a low tone (for example, "Rainbow"). After receiving the correct password from Sergeant Black (for example,

“Archer,” and otherwise satisfying himself that Black is authorized to pass, the sentinel says, “Advance, Sergeant Black.” The sentinel then tells Sergeant Black to bring up his men and identify them as they pass.

CHAPTER 3

MAIN GUARD

Section I. GENERAL

13. Composition

The main guard consists of patrols, fixed posts, and a reserve. Either patrols or fixed posts, or a combination of the two, may be used. In any case, the main guard maintains a reserve.

14. Strength

The main guard consists of one officer of the day; one or more commanders of the guard; one or more sergeants of the guard; a relief commander for each relief; and the necessary number of sentinels. The number of sentinels needed for routine daytime duty is ordinarily much smaller than the number required at night or on Sundays and holidays. When it is necessary to have increased supervision and control of a relief, an assistant commander of the guard and an assistant sergeant of the guard may be detailed.

15. Arms and Equipment

a. Sentinels are armed and equipped according to their particular duty. Rifles, carbines, pistols, shotguns, riot clubs, or other weapons are used.

b. Sentinels cover their posts on foot, mounted on bicycles, or in motor transportation; however, the

exact method is prescribed by the commanding officer. Patrol elements use motor transportation as much as possible.

Section II. DUTIES OF PERSONNEL

16. Commanding Officer

a. The commanding officer details a guard sufficient to provide for the security of personnel, government property, and buildings within his jurisdiction. He requires a vigilant and thorough performance of guard duty. The commanding officer gives his orders, or has them given, to the officer of the day and prescribes regulations and special orders for the guard.

b. Daily, at a designated time and place, the commanding officer, or his representative, receives the reports of the officers of the day. He, or his representative, examines the guard report, relieves the old officer of the day, and gives the new officer of the day his instructions.

c. The commanding officer supervises the stockade and prisoners personally to insure compliance with the Articles of the Uniform Code of Military Justice and AR's 600-320 and 633-5. He specifies the duties of the confinement officer and the officer of the day with respect to prisoners.

d. The commanding officer's responsibility for safety regulations is given in appendix III.

17. Field Officer of the Day

a. A field grade officer is detailed as field officer

of the day. During his tour of duty, he is the commanding officer's personal representative.

b. His tour begins when he reports to the commanding officer, or his representative, for duty and terminates when he is relieved by the same authority. The usual tour of duty for the field officer of the day is 24 hours.

c. He is assigned various duties pertaining to the security of the command depending upon local directives. Normally, one of these duties is to supervise the interior guard and parallels closely the responsibilities of the officer of the day (par. 18). His primary concern in his role as a supervisor is to see that the interior guard performs its assigned tasks.

18. Officer of the Day

a. The officer of the day is responsible for the proper performance of duty by the main guard and, when so directed, for other guards. He is charged with executing all orders of the commanding officer relating to interior guard duty.

b. His tour begins when he receives the instructions of the commanding officer and ends when he is relieved by the same authority. The usual tour is 24 hours.

c. In the absence of special instructions from the command-officer, the officer of the day inspects the guard and sentinels as often during the day and night as he considers necessary; however, he inspects them at least once between midnight and daylight.

d. Whenever he considers it necessary, he directs the commander of the guard and noncommissioned officers of the guard to inspect the sentinels.

e. In case of alarm, he acts immediately to protect life and government property and to preserve order. If necessary, he uses the guard to assist him.

f. In the performance of his duties, he takes orders only from the commanding officer; however, during an emergency when there is great danger, the senior line officer present may give orders to the officer of the day for the use of the guard.

g. The officer of the day verifies the count of prisoners and inspects the stockade and premises as directed by the commanding officer. He makes at least one inspection between midnight and daylight.

h. He signs the guard report, adding to it his own remarks, and submits it daily to the commanding officer.

i. The old and new officers of the day report to the commanding officer, or his representative, immediately after guard mount. Upon presenting themselves, the old officer of the day stands on the right of the new and both salute. The old officer of the day salutes again and reports, "Sir, ----- reports as old officer of the day," and presents the guard report. As soon as he is relieved, the old officer of the day salutes and leaves. The new officer of the day then reports, "Sir, ----- reports as new officer of the day." After receiving his instructions, the new officer of the day salutes and leaves.

j. The officer of the day is responsible for the property of the guard. He conducts a joint inventory

of property with the old officer of the day to determine the presence and serviceability of the guard property.

k. The officer of the day keeps the guard informed of his location at all times.

l. His responsibility for safety regulations appears in appendix III.

19. Commander of the Guard

a. The commander of the guard is responsible for the instruction, discipline, and performance of the guard.

b. He obeys the orders of the commanding officer and the officer of the day. He reports to the officer of the day any additional orders given to the guard by himself or other authorized persons. He gives his successor all of the instructions and information about his duties.

c. The commander of the guard makes sure that all members of the guard are correctly instructed in their orders and duties and that they understand and properly perform them. He questions his non-commissioned officers and sentinels about the instructions they may have received, including the use of the countersign.

d. He inspects the guard as directed by the officer of the day, making certain that patrols and sentinels on fixed posts do their duties. He assures himself that the men, their arms, and their equipment are in proper condition. For inspections by other officers, the commander of the guard prepares the guard in each case as directed by the inspecting

officer. He inspects each relief daily while it is on post and as often as prescribed by higher authority and makes at least one of these visits between midnight and daylight. He insures that the special orders for each post and member of the guard are posted in the guardhouse and, if practicable, on each post.

e. When both old and new guards are at the guardhouse, the commander of the guard who is senior in rank is responsible for proper action in case of emergency.

f. When the commander of the guard leaves the guardhouse for any reason, he informs the next in command of his destination and probable time of return. Except in emergencies, the commander of the guard may divide the night with the next in command; however, he retains his responsibility. The person on watch must be on the alert constantly.

g. When an alarm is raised, the commander of the guard forms the reserve as soon as practicable. If the situation is serious, he sees that the proper call is sounded and notifies the commanding officer and the officer of the day at once.

h. He makes certain that calls are sounded at the hours prescribed by the commanding officer.

i. He makes sure that the details for raising and lowering the flag at reveille and retreat and for firing saluting guns are organized in time for carrying out these duties (pars. 77 and 78). He sees that the flags are kept in the best possible condition and that they are never handled except in the per-

formance of duty. When flags are not in a serviceable condition, he reports that fact to the officer of the day.

j. He makes sure that all sentinels are relieved on time.

k. Unless otherwise ordered, he may permit members of the guard to leave the guardhouse when not on post. This does not include the reserve.

l. He holds at the guardhouse all persons apprehended or taken into custody by members of the guard. He reports the circumstances to the officer of the day who decides what action to take.

m. When any person is apprehended by the members of the guard, the commander of the guard orders a member of the guard to search the person for unauthorized articles and reports the facts to the officer of the day immediately.

n. He prepares the guard report and presents it daily to the officer of the day.

o. He prescribes the duties of the assistant commander of the guard when such an officer is detailed.

p. His responsibility for safety regulations appears in appendix III.

20. Sergeant of the Guard

a. The sergeant of the guard is the senior non-commissioned officer of the guard. He performs the duties of commander of the guard, if there has been no officer so detailed.

b. He supervises the other noncommissioned officers and sentinels of the guard, and is familiar with their orders and duties.

c. He insures that the property of the guard is properly cared for.

d. Each day he prepares duplicate lists of the names of the noncommissioned officers and sentinels of the guard, showing the reliefs and posts or duties of each. He keeps one list and gives the other to the commander of the guard.

e. He makes sure that all reliefs are turned out for posting at the proper time.

f. He checks to see that the relief commanders understand their duties thoroughly and carry them out promptly and efficiently.

g. He insures that other noncommissioned officers of the guard inspect the interior guard as prescribed.

h. When he is absent temporarily from the guardhouse, he directs the commander of the relief on duty to act as sergeant of the guard.

i. If the relief commander whose relief is on post is called away from the guardhouse, the sergeant of the guard replaces him temporarily or appoints another noncommissioned officer to carry out the duties of the absent relief commander (par. 21).

j. He is responsible for the proper police of the guardhouse and the grounds around the guardhouse.

k. He reports to the commander of the guard anything suspicious or unusual and notifies him of all persons apprehended by the guard.

l. He forms the guard whenever necessary.

m. His responsibility for safety regulations appears in appendix III.

21. Relief Commander

a. Relief commanders are the next senior non-commissioned officers of the guard.

b. They receive and obey orders only from the commanding officer, officer of the day, commander of the guard, and the sergeant of the guard.

c. Each relief commander assigns the members of his relief to posts. These assignments are not changed except by the commander of the guard or higher authority.

d. Daily, each relief commander makes a duplicate list of the members of his relief, including himself. He gives one copy to the sergeant of the guard and keeps the other. This list shows the number of the relief, the post to which each member is assigned, and the member's name and organization.

e. The commander of the relief instructs his relief as to their orders and duties and makes certain that each sentinel understands them. He familiarizes himself with the special duties of every sentinel on his relief.

f. He reports immediately to the sergeant of the guard all violations of regulations and unusual occurrences.

g. At least one noncommissioned officer is kept constantly on the alert at the guardhouse—usually the relief commander whose relief is on post. This noncommissioned officer takes his post near the guardhouse entrance and does not fall in with the guard when it is formed. He keeps his weapon constantly with him. When necessary for him to

leave his post, he notifies the sergeant of the guard, who takes his place or designates another noncommissioned officer to do so. He makes sure that no person enters the guardhouse without authority.

h. He goes at once to any sentinel who calls for the commander of the relief.

i. He is responsible for calling his own relief and forming it promptly when the guard is turned out.

j. He makes sure that tents or bunks for his relief are located close together so that he can find all the members of his relief and turn them out quickly without confusion.

k. He awakens the commander whose relief is next on post in time to form and post the relief at the proper hour (par. 46).

l. During the time for challenging, he challenges all suspicious looking persons he may observe. He advances them using the method described for sentinels on post (par. 6).

m. He examines persons halted and detained by a sentinel. If he doubts their authority to be there, he takes them to the sergeant of the guard or the commander of the guard.

n. He apprehends all suspicious looking persons, disturbers of the peace, and persons caught, or suspected of, committing a crime. Persons apprehended by the commander of the relief or by sentinels are taken to the commander of the guard at once.

o. His responsibility for safety regulations appears in appendix III.

22. Sentinels of the Guard

a. Both specialists and noncommissioned officers may be used as sentinels at the discretion of the commanding officer.

b. Sentinels of the guard are assigned to reliefs by the sergeant of the guard and to posts by the commander of their relief. Sentinels are not changed from one relief to another without authority.

c. They must memorize, understand, and comply with the general orders for sentinels. In addition, sentinels of the guard must understand and comply with special orders applying to their particular posts, including the use of the countersign, if it is in effect.

d. The sentinel at the guardhouse is sentinel No. 1. While on post he has direct access to the commander of the relief. His general orders are the same as those for other sentinels.

e. The observance of safety regulations by sentinels of the guard is explained in appendix III.

23. Color Sentinels

When the colors are unfurled and posted outdoors, sentinels may be furnished. They are detailed and governed by the same regulations as other members of the main guard.

Section III. PATROL SYSTEM

24. General

a. The patrol system is used in the main guard wherever practicable and is most suitable when large areas are guarded. Motor transportation is

used whenever possible. The functioning of patrols is checked by time clocks or periodic reporting, either in person or by other means, and by frequent inspections. If practicable, patrols are quartered together, generally at the guardhouse, and a system of wire or radio communication is provided between patrols and the guardhouse.

b. Regulations for the duties, conduct, strength, and posting of the patrol elements of the guard are published by the commanding officer to suit local conditions.

25. Personnel

The commanding officer determines the size of patrols. Certain key men may remain permanently on guard duty while the others may be detailed semipermanently. Generally, each patrol consists of two sentinels.

26. Reliefs

The daily tour for each patrol is ordinarily from 6 to 8 hours, and each relief is inspected before going on duty. The patrols move directly to their posts from the guardhouse. One patrol relieves another by meeting at a particular point at a pre-arranged time.

27. Reserve

A reserve large enough to meet any local emergency is maintained at the guardhouse. The commanding officer prescribes the strength and conduct of the reserve.

Section IV. FIXED POST SYSTEM

28. General

The fixed post system may be used to complement the patrol system. Normally, the fixed post guard is changed daily, and sentinels are relieved at their posts every 2 hours. Usually, posts are covered on foot in this system.

29. Personnel

The duties of all personnel in a fixed post system of interior guard duty are described in paragraphs 16 through 23 .

30. Fixed Post Reserve

Normally the reliefs not on post are the fixed post reserve. It is large enough to meet any local emergency and is maintained at the guardhouse. The commanding officer prescribes the strength and conduct of the reserve.

CHAPTER 4

GUARD MOUNTING

Section I. GENERAL

31. Requirements

Uniform, arms, and equipment for guard mounts are prescribed by the commanding officer. If armed, sentinels must have completed range firing (qualification) with the weapons prescribed for guard.

32. Forming the Guard Detail

The first sergeants of the companies furnishing guard details form the guard detail in the company area. Each first sergeant verifies the detail, inspects it, replaces men who do not present a good appearance, and orders the senior member to march the detail to the assembly area.

Section II. INFORMAL GUARD MOUNTING

33. General

Informal guard mounting is held on the parade ground of the organization from which the guard is detailed. When the guard is detailed from more than one organization, it is held wherever the commanding officer directs. When a noncommissioned officer commands the guard at guard mount, he takes post and performs the duties prescribed for an officer.

34. Assembly of the Guard

The senior member of the guard detail reports the detail to the sergeant of the guard as soon as it arrives in the assembly area. The sergeant of the guard informally organizes the guard into three reliefs. He appoints three relief commanders and tells them to organize their reliefs into specific, numbered posts. He also selects supernumeraries if necessary.

35. Formation of the Guard

a. The sergeant of the guard forms the guard by commanding "FALL IN." The relief commanders fall in so that the guard is three steps in front of and centered on the sergeant of the guard. Each relief forms at normal interval to the left of their respective commanders. Sentinels form in the order of their assigned posts (one, two, three, etc.). Supernumeraries, if any, form on the left of the guard. The sergeant of the guard orders arms to be inspected by the commands "INSPECTION, ARMS; PORT, ARMS; ORDER, ARMS" (fig. 2).

b. If an officer has been detailed as commander of the guard, the sergeant of the guard faces about and reports, "Sir, all present," or "Sir, ----- men absent." Salutes are exchanged. After completing the report, the sergeant of the guard faces about, faces half right in marching, and marches by the most direct route to a position directly behind the commander of the third relief at normal distance (fig. 2).

c. If an officer has not been detailed as commander of the guard, the sergeant of the guard



34

takes three steps forward and assumes the position of the commander of the guard (fig. 2).

36. Reporting to the Officer of the Day

When the officer of the day arrives, the commander of the guard reports, "Sir, all present" or "Sir, ----- men absent." Salutes are exchanged.

37. Marching to Center

a. The officer of the day commands "OFFICER AND NONCOMMISSIONED OFFICERS CENTER, MARCH." On the command "CENTER," the noncommissioned officer farthest to the rear commands the other noncommissioned officers "RIGHT SHOULDER, ARMS." On the command "MARCH," the commander of the guard marches forward and halts three steps in front of the officer of the day. The noncommissioned officers march forward and execute column left without command when on a line three steps to the rear of the commander of the guard. The noncommissioned officer in the rear commands the other noncommissioned officers to halt and face to the right (at right shoulder arms) when they are centered on the commander of the guard (fig. 3).

b. After the commander of the guard and the noncommissioned officers halt and are in position, the officer of the day marches forward, halts at normal distance in front of the commander of the guard, and designates "Commander of the guard." He then faces half right in marching and marches around and to the rear of the commander of the guard. He halts at normal distance in front of the

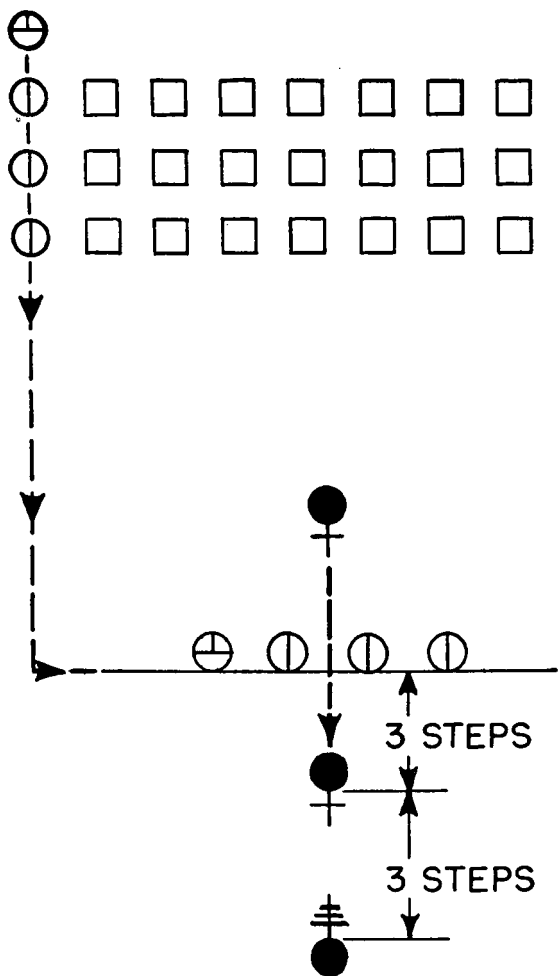
right flank noncommissioned officer and designates "Sergeant of the Guard." He then faces to the right in marching, takes two steps, halts, executes a left face, and designates "Commander, Third Relief." He moves to the remaining noncommissioned officers in the same manner and designates "Commander, Second Relief" and "Commander, First Relief." He then faces about, marches by the most direct route to his post, halts, and faces about again (fig. 4). If an officer is not present as commander of the guard the officer of the day designates the right flank noncommissioned officer, "Commander, Third Relief."

38. Return to Posts

The officer of the day commands "**POST.**" At this command, the commander of the guard and noncommissioned officers face about, march to their designated posts, and halt without command. The sergeant of the guard commands the relief commander to "**ORDER, ARMS**" and "**ABOUT, FACE.**" If an officer has not been detailed as commander of the guard, the commander, first relief gives these commands (fig. 5).

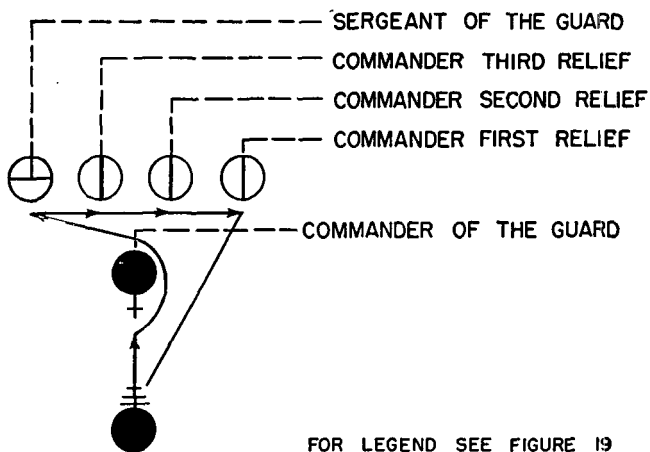
39. Inspecting the Guard

a. The officer of the day commands "**PREPARE FOR INSPECTION.**" At this command, the commander of the guard, without saluting, faces about and commands "**OPEN RANKS, MARCH.**" Ranks are opened and dressed according to FM 22-5. After the commander of the guard takes his post, the officer of the day inspects the guard.



FOR LEGEND SEE FIGURE 19

Figure 3. Marching to center.

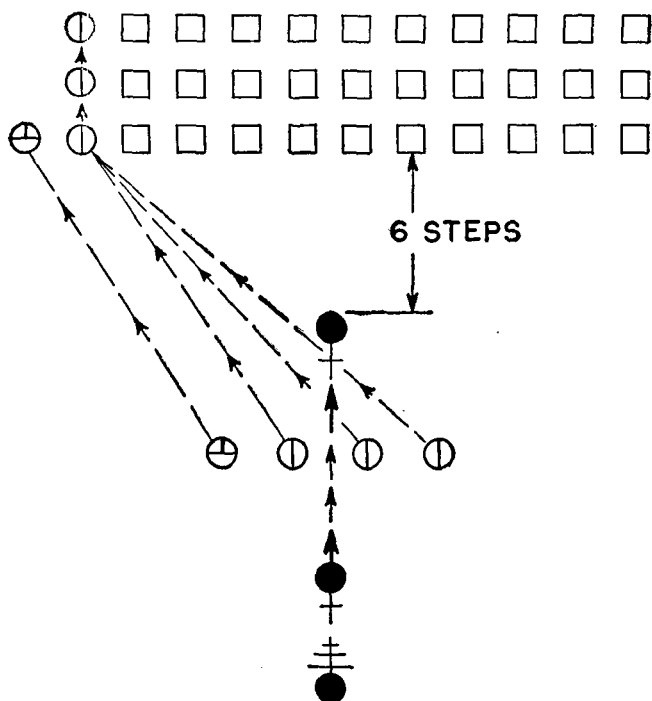


FOR LEGEND SEE FIGURE 19

Figure 4. Designation of personnel.

b. The officer of the day orders sentinels who are not presentable for guard to fall out and return to quarters. Supernumeraries, if any, replace the men who have fallen out. (The officer of the day reports discrepancies in personnel to the commanding officer, or his representative, when reporting for duty.)

c. After inspecting the guard, the officer of the day resumes his original position and commands "MARCH THE GUARD TO THE GUARD-HOUSE." Salutes are exchanged. The commander of the guard faces to the left and commands "CLOSE RANKS, MARCH." He then moves to his position six steps in front of and centered on the guard, faces the guard, and commands "RIGHT, FACE; RIGHT SHOULDER, ARMS." He positions himself at the head of the left file at



FOR LEGEND SEE FIGURE 19

Figure 5. Return to posts.

normal distance and marches the guard to the guardhouse.

Section III. RELIEVING THE OLD GUARD

40. Arrival of the New Guard at the Guardhouse

Before the new guard arrives at the guard-

house, the old guard forms in a line formation with two or more reliefs. The commander of the old guard positions himself six steps in front of and centered on the guard. When the new guard is six steps from the left flank of the old guard, the commander of the new guard commands "**EYES, RIGHT.**" The commander of the old guard faces about and commands "**PRESENT, ARMS.**" He faces back to the front and renders the proper salute. When the new guard has cleared the right flank of the old guard, the commander of the new guard commands "**READY, FRONT.**" The commander of the old guard faces about, commands "**ORDER, ARMS,**" and faces back to the front.

41. Formation of the Old and New Guards at the Guard-House

After the new guard executes ready front, the commander of the new guard commands, "**RIGHT FLANK, MARCH.**" At the command "**MARCH,**" he positions himself six steps in the rear of and centered on his guard. He halts the new guard when it is on line with and six steps to the right of the old guard. Then he commands "**ORDER, ARMS; ABOUT, FACE; LEFT FLANK MAN FIRST RELIEF VERIFY SIX STEP INTERVAL; DRESS LEFT, DRESS.**" He alines his guard as prescribed in FM 22-5 (fig. 6).

42. Presenting New and Old Guards

After the new guard is in position, the commanders of both guards face about and command

“PRESENT, ARMS.” Then they face each other and exchange salutes, face toward their respective guards, command **“ORDER, ARMS,”** and face back to the front.

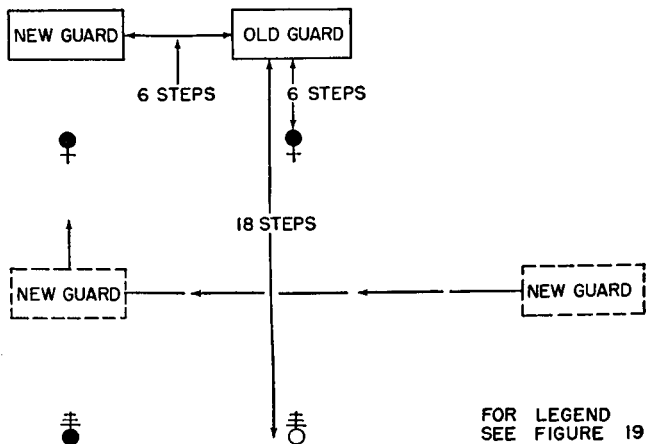


Figure 6. Formation of the guard at the guardhouse.

43. Presenting the Guards to the Officer of the Day

a. After the new guard has been presented to the old guard, the new and old officers of the day take their positions 18 steps in front of and centered on their respective guards. Commanders of both guards face about, command **“PRESENT, ARMS,”** face back to the front, and salute their respective officer of the day.

b. After salutes have been exchanged, both commanders face about, command **“ORDER, ARMS,”** and face back to the front. When both have faced back to the front, the officers of the

day face each other. The new officer of the day salutes the old officer of the day. After salutes have been exchanged, both officers of the day face their respective guards.

44. Disposition of the New and old Guards

a. After both officers of the day have faced their guards, the new officer of the day commands "POST THE FIRST RELIEF." The new commander salutes the new officer of the day, faces about, and commands "FALL, OUT." The guard reports to the guardhouse and commander of the first relief reports to the commander of the guard for instructions on posting his relief.

b. The old officer of the day commands "DISMISS THE GUARD." The old commander salutes the old officer of the day, faces about, and commands "REST." He then contacts the new commander and conveys any instructions and orders.

- (1) If the old guard was furnished from one company, the commander of the old guard marches the guard to the company area and dismisses it by commanding "INSPECTION, ARMS; PORT, ARMS; DISMISSED."
- (2) If the guard was furnished from more than one company, the old commander instructs the senior member of each company to march the guard detail to the company area and dismiss it, in accordance with (1) above.
- (3) After the third relief of the old guard has been relieved, the commander of the

relief reports to the commander of the new guard. The commander of the new guard inspects the relief and orders the relief commander to march the relief to the company area and dismiss it. Salutes are exchanged. The relief is dismissed in accordance with (1) above.

Section IV. POSTING RELIEFS

45. General

a. Before a relief goes on post, the commander of the relief assembles the sentinels and checks their appearance, fitness for duty, and the condition of their arms, if carried. He issues ammunition, supervises loading the weapons if required, and makes sure that the sentinels understand their instructions. When the relief is large, it may be more convenient to form the relief, call the roll, and inspect the sentinels in ranks.

b. The relief commander writes down the names of the sentinels, the number of their posts, the time he directed them to their posts, and the time they report back to the guardhouse after being relieved. The commander of the guard keeps this record on file.

46. Posting Sentinels

a. The commander of the new relief forms it by commanding "FALL, IN." At that command the relief forms in two ranks, three steps in front of and centered on the relief commander. Sentinels assigned to even numbered posts (2, 4, 6, 8) form

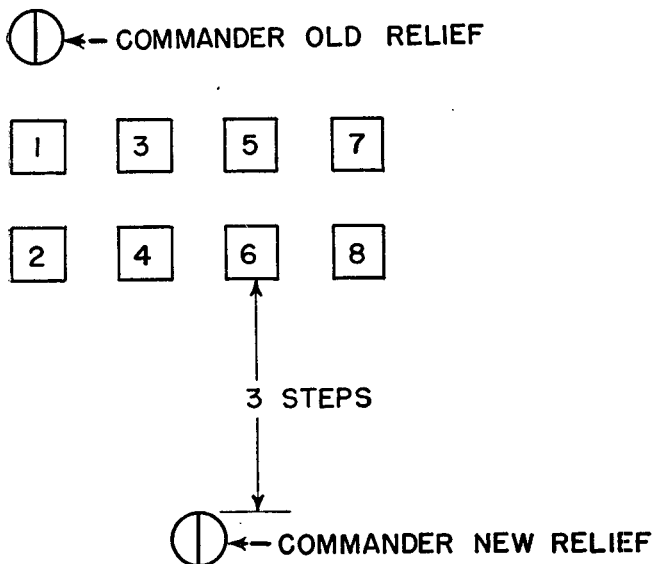


Figure 7. Forming the relief.

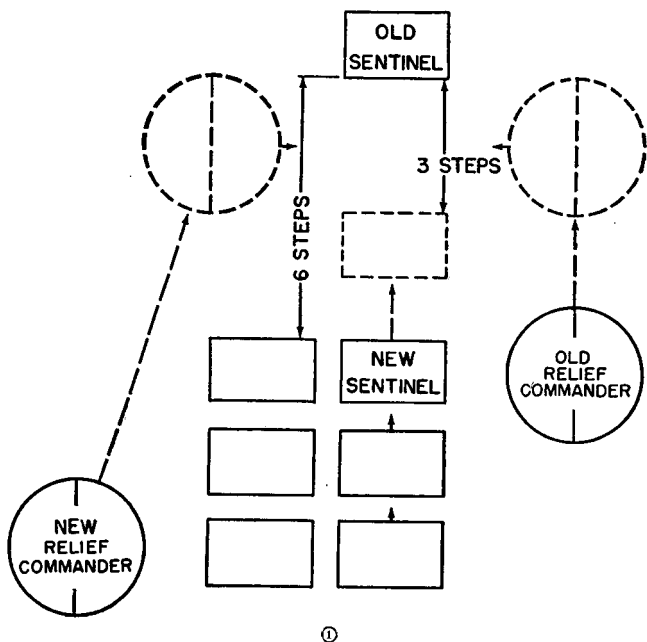
in the front rank. Sentinels assigned to odd numbered posts (1, 3, 5, 7) form in the rear rank. The commander of the old relief falls in to the rear of the sentinel for post No. 1 (fig. 7).

- (1) The commander of the new relief commands **INSPECTION, ARMS** (if arms are to be loaded, he gives the necessary commands at this time and makes certain that safety procedures are carefully observed); **PORT, ARMS; ORDER, ARMS.**
- (2) He commands **CALL, OFF.** The sentinels call off the number of their assigned

posts, rear to front and from right to left.

- (3) He reports to the commander of the guard, "Sir, the _____ relief is present and ready to be posted," or "Sir, _____ absent." Salutes are exchanged. (If the commander of the guard is a noncommissioned officer, the commander of the new relief reports, "Sergeant, the _____ relief is present and ready to be posted," or, "Sergeant, _____ absent.")
- (4) After the commander of the guard commands "POST YOUR RELIEF," salutes are exchanged. The commander of the new relief takes charge of his relief and commands "RIGHT, FACE; RIGHT SHOULDER, ARMS" (if appropriate); and "FORWARD, MARCH." He marches to the left of the rear rank at normal interval while the commander of the old relief marches on the right of the leading rank.

b. During daylight hours, the commander of the new relief halts his relief six steps from the old sentinel and commands "NUMBER ONE" (TWO, THREE, ETC.). The new sentinel called, marches forward and halts three steps in front of the old sentinel. If armed with the rifle or carbine, he executes port arms. Both relief commanders advance and halt so that they are centered between the two sentinels. Then they exe-



Formation for posting sentinels

Figure 8. Posting and relieving sentinels.

cute a left (right) face and face each other (fig. 8①).

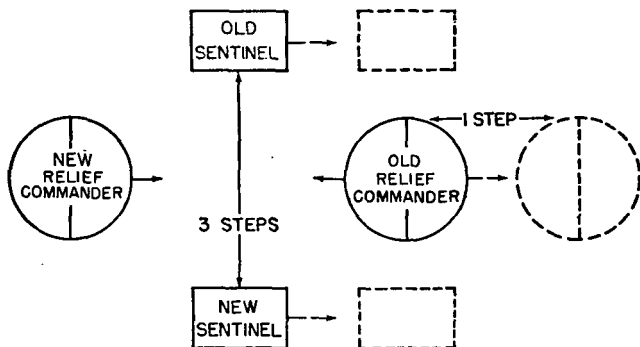
- (1) The commander of the new relief commands "TRANSMIT YOUR ORDERS," and the old sentinel transmits any changes in orders occurring during his tour or states, "Post and orders remain the same." The relief commander then questions the new sentinel, "Do you understand your orders?" If the new

sentinel understands his orders he replies, "Yes, I do." If not, the new relief commander clarifies the orders.

- (2) The commander of the new relief commands "SENTINELS, POST." On that command, both sentinels resume right shoulder or sling arms if appropriate, face the new commander, and march backward until they are on line with the commander of the old relief.

c. The commander of the new relief commands his relief "FORWARD, MARCH." The commander of the old relief takes one step backward to clear the old sentinel (fig. 8②). The relief advances and the relief commanders take their original positions as it passes them.

- (1) The old sentinel takes his place at the rear of the relief as it passes him.



②

Relieving old sentinel

Figure 8—Continued.

- (2) The new sentinel stands fast until the relief has passed six steps beyond him and then he walks his post.

d. The commander of the old relief takes command when his last sentinel has been relieved.

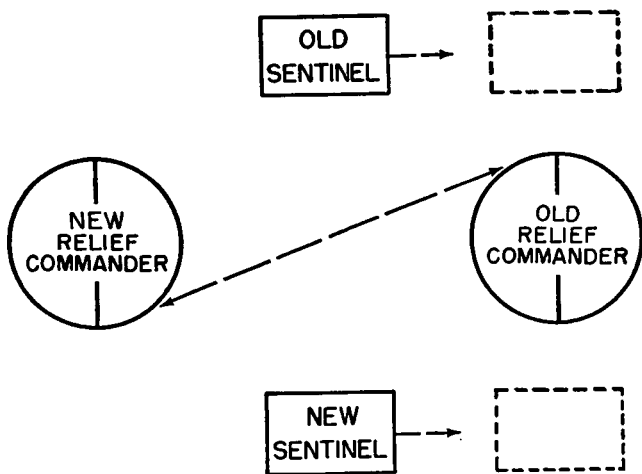
- (1) The commander of the new relief commands "RELIEF COMMANDERS, POST" and both commanders exchange positions by passing each other right shoulder to right shoulder, halt, and face about. Both sentinels stand fast (fig. 8③).

- (2) After the relief commanders face about, the commander of the old relief commands "SENTINELS, POST." On that command, both sentinels resume right shoulder or sling arms if appropriate, face the commander of the old relief, and march backward until they are on line with the commander of the new relief.

- (a) The commander of the old relief commands his relief "FORWARD, MARCH."

- (b) The commander of the new relief takes one step backward to clear the old sentinel. The relief advances, the relief commanders take their new positions, and the old sentinel takes his place at the rear of the relief as it passes him.

e. When the old relief returns to the guardhouse, the commander of the old relief commands



③

Relief commanders exchanging positions

Figure 8—Continued.

"HALT" and the commander of the new relief falls out.

- (1) The commander of the old relief commands **"INSPECTION, ARMS,"** (if weapons are loaded, they are unloaded at this time and safety procedures are carefully observed); **"PORT, ARMS; DISMISSED."** He reports to the commander of the guard that his relief has been relieved and is present in the guard-house.
- (2) If the old relief was the third relief of the old guard, the relief commander dismisses his relief in accordance with paragraph 44b (3).

f. During the hours of challenging, the commander of the new relief halts the relief when the sentinel challenges "HALT!" "Who is there?" The commander answers, "Relief." The sentinel commands "ADVANCE ONE TO BE RECOGNIZED" and the relief commander advances until the sentinel commands "HALT." After he recognizes the relief commander, he commands "ADVANCE RELIEF." The commander marches the relief forward and halts it six steps from the old sentinel. The procedure for relieving the old sentinel is the same as in *b* above, except that when a new sentinel is armed with a pistol he comes to "raise pistol" after halting and when posted returns his pistol.

g. If transportation is utilized to post the relief, the sentinels are posted and relieved using the procedure described in *f* above. The old and new relief commanders and the sentinel to be posted are the only members of the relief who dismount.

47. Posting Other Reliefs

a. To post a relief when there is no sentinel on the post, the commander forms his relief as prescribed in paragraph 46*a*(1), (2), and (3).

- (1) He halts the relief six steps from the limits of the post concerned and commands "NUMBER ONE" (TWO, THREE, ETC.). The sentinel called takes three steps forward, halts, executes port arms if armed with the rifle or carbine, and faces to the left. The com-

mander advances three steps in front of the relief, halts, and faces to the right, facing the sentinel. The sentinel, if armed with a pistol, executes "raise pistol" after facing to the left.

- (2) The relief commander asks, "Do you understand your orders?" If he understands the orders, the new sentinel replies, "Yes, I do." If not, the commander explains any points necessary.
- (3) The relief commander commands "POST." The sentinel executes right shoulder or sling arms or return pistol, as appropriate, takes four steps backward to clear the relief, and walks his post when the relief is six steps beyond him.
- (4) The commander resumes his original position as the relief passes him.

b. If posts are numerous or widespread, the officer of the day can authorize the reliefs to be divided into small groups, placing each group under a noncommissioned officer for posting; have sentinels posted individually; or use a combination of these two methods.

- (1) If sentinels are posted individually, the relief commander orders, "Sentinel, take your post."
- (2) If sentinels are posted as a group, the relief commander orders, "Take your posts." Each sentinel then proceeds directly to his post. Sentinels relieve each

other at a specified point and transmit changes in orders.

- (3) A sentinel relieved individually proceeds directly to the guardhouse and reports to the commander of the old relief. The last sentinel guarding a post from which he will not be relieved by another sentinel proceeds directly to the guardhouse at a designated time.

Section V. FORMAL GUARD MOUNTING

48. General

a. Uniforms, arms, and equipment for formal guard mounts are prescribed by the commanding officer.

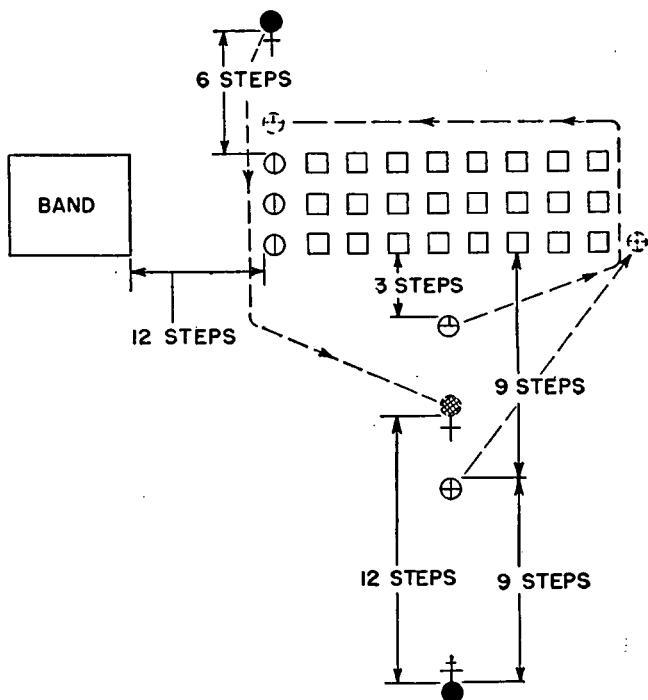
b. Formal guard mounting requires a band and is held on the parade ground of the organization from which the guard is detailed.

49. Assembly of Band

The band takes its place on the parade ground at a point where its left flank is 12 steps to the right of where the right flank of the guard will be (fig. 9). The adjutant makes sure that the guard is ready to march onto the parade ground and then signals the band to sound *Adjutant's Call*.

50. Assembly and Forming the Guard

a. The guard details are formed as prescribed in paragraph 32. When assembly sounds, each guard detail is marched to the point of assembly off the parade ground and reported to the sergeant of the guard.



FOR LEGEND SEE FIGURE 19

Figure 9. Formation of one platoon and posts of key personnel.

b. The guard details are assembled and formed into a platoon as prescribed in paragraph 35. If there are more than 14 men per rank, the guard is divided into two platoons.

c. The assistant sergeant of the guard takes his post three steps in front of and centered on the second platoon. The remaining noncommissioned

officers, if any, form on the left flank to equalize the number of men in each rank. After the platoons are formed, the sergeant of the guard faces the guard to the right (figs. 9 and 10).

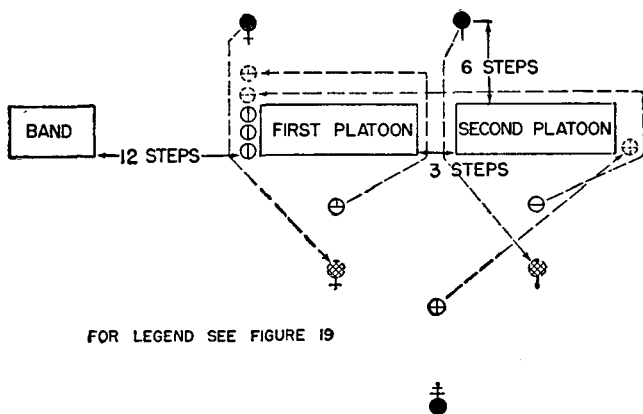


Figure 10. Formation of two platoons.

51. Marching the Guard to the Parade Ground

a. Immediately following the adjutant's call, the band plays march music. The adjutant, with the sergeant major on his left, marches forward on the first note of the music. The adjutant halts so as to take his post 18 steps in front of and facing the center of where the guard will be. The sergeant major continues forward and halts so as to take his post nine steps in front of and facing center of where the guard will be.

b. The sergeant of the guard takes his post three steps to the left of the left file and centered on the guard. He commands "RIGHT SHOUL-

DER, ARMS" at the first note of adjutant's call and marches the guard in column onto the parade ground. He approaches the parade ground from a direction near to the final line on which the guard will form. He halts the guard when the head of the column is 12 steps from the left flank of the band and centered on the sergeant major. At this time, the band stops playing. The sergeant of the guard faces to the right and, if appropriate, commands "ORDER, ARMS; LEFT, FACE" (figs. 9 and 10).

52. Dressing the Guard

The sergeant of the guard and the assistant sergeant of the guard, if there are two platoons, dress the guard as prescribed in FM 22-5.

53. Sergeant of the Guard Report

a. When the sergeant of the guard commands "READY, FRONT," the commander of the guard takes a position six steps in the rear of the right flank man of the rear flank. (If there are two platoons, the assistant commander of the guard takes his post behind the second platoon in the same position as prescribed for the commander of the guard.) The sergeant of the guard faces about and reports to the sergeant major, "All present" or "----- men absent." Salutes are exchanged and the sergeant major commands "POST." The sergeant of the guard faces about, faces half right in marching, and marches to his post. He halts at normal distance directly behind the commander of the third relief.

b. If there is an assistant sergeant of the guard present, he executes the movements in *a* above at the command "POST," and posts himself directly behind the commander of the third relief. In this case, the sergeant of the guard positions himself behind the assistant sergeant of the guard and at normal distance (fig. 10).

54. Sergeant Major's Report

a. After the sergeant major commands "POST," he faces about and reports to the adjutant, "Sir, all present" or "Sir, _____ men absent." Salutes are exchanged. The sergeant major faces about, marches to his post, and halts at normal interval to the left of the left flank man of the first rank. If there are two platoons, he positions himself to the left of the left flank man in the first rank of the second platoon.

b. After the sergeant major has finished his report and has faced about, the commander of the guard marches from his position in the rear of the guard around its right flank to his post six steps in front of and centered on the guard. If there are two platoons, the assistant commander of the guard, if present, takes his post in front of the second platoon (fig. 10).

55. Marching to Center

a. The adjutant commands "OFFICER (or OFFICERS) AND NONCOMMISSIONED OFFICERS, CENTER, MARCH." The procedure for marching to center is the same as in paragraph 37, except when there are two commanders of the

guard, the senior is designated "Commander of the Guard" and the junior, "Assistant Commander of the Guard."

b. If there are two sergeants of the guard, the senior is designated "Sergeant of the Guard" and the junior, "Assistant Sergeant of the Guard." The post of the assistant sergeant of the guard is the position of guide for the second platoon.

56. Returning to Posts

After the adjutant has returned to his post, he commands "POST." Posts are taken as described in paragraph 38 (fig. 11).

57. Inspecting the Guard

a. During formal guard mount, the adjutant, instead of the officer of the day, inspects the guard.

b. After the officer (or officers) and noncommissioned officers have taken their posts, the adjutant commands "PREPARE FOR INSPECTION," (par. 39 and FM 22-5).

c. During the inspection, he selects the orderlies and color sentinels and orders men who are not prepared for guard to fall out and return to their organization. Substitutes for men who have fallen out report to the commander of the guard at the guardhouse.

d. The band plays during the inspection.

58. Closing Ranks

a. After the inspection, the commander of the guard orders the guard to close ranks (FM 22-5), and return to his original post. If there is an

assistant commander of the guard, he orders the second platoon to close ranks after it has been inspected. Then he returns to his post in front of the second platoon.

b. The adjutant takes his post 35 steps in front of, centered on, and facing the guard.

c. The new officer of the day posts himself 36 steps to the rear of the adjutant.

d. The old officer of the day posts himself three steps to the right of the new officer of the day.

59. Sound Off

a. The adjutant commands "GUARD, ATTENTION; PARADE, REST; SOUND OFF." Then he executes parade rest. (The commander of the guard and assistant commander of the guard, will not repeat any preparatory commands given by the adjutant at this time.)

b. At the command "SOUND OFF," the band plays the *Sound Off*, then moves forward playing. It passes to the left of the line between the commanders of the guard and the adjutant and then back to its post on the right where it halts and plays the *Sound Off* again (fig. 12).

c. While the band is sounding off, the officers of the day stand at attention.

60. Adjutant's Report

The adjutant commands "PRESENT, ARMS," faces about toward the new officer of the day, salutes, and reports, "Sir, the guard is formed."

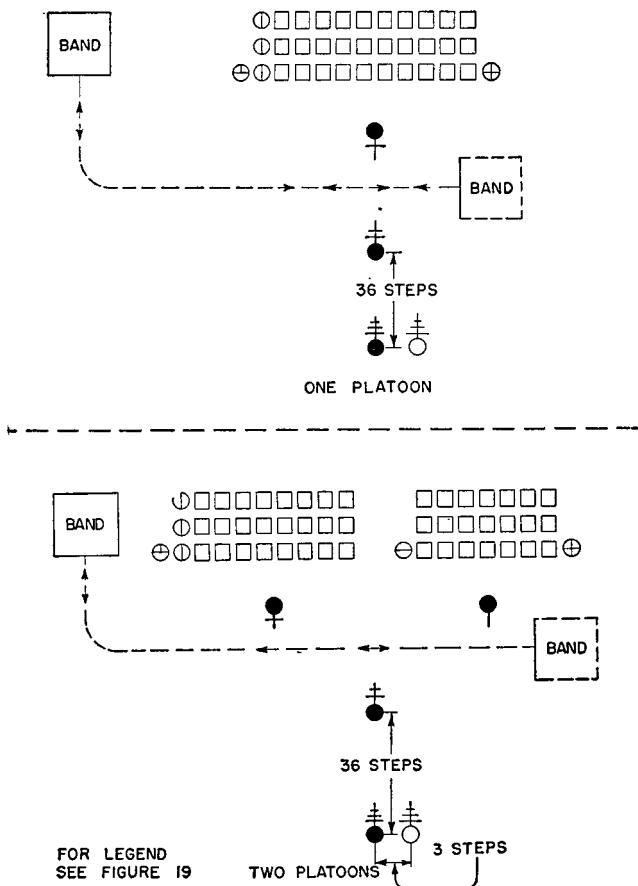


Figure 12. Sound Off.

61. Marching in Review

a. The new officer of the day returns the salute and directs the adjutant, "March the guard in review, sir." The adjutant faces about and commands "ORDER, ARMS; RIGHT, FACE." At the command "FACE," the guard executes the movement. The band faces to the right, marches to a position where its rear rank is approximately 24 steps in front of the leading platoon, and faces to the left (FM 22-5). The adjutant places himself three steps in front of the leader of the first platoon who is the commander of the guard. The sergeant major maintains his position behind the rear man in the left file when there is one platoon (fig. 13), and behind the rear man, left file, of the second platoon when there are two platoons (fig. 14).

b. The adjutant commands "RIGHT SHOULDER, ARMS; FORWARD, MARCH."

c. With the band playing, the band and the guard march past the officer of the day (fig. 14). The guide of the first platoon holds a 24-step distance behind the band during the march in review.

d. When the adjutant is six steps from the officer of the day, he commands "EYES, RIGHT."

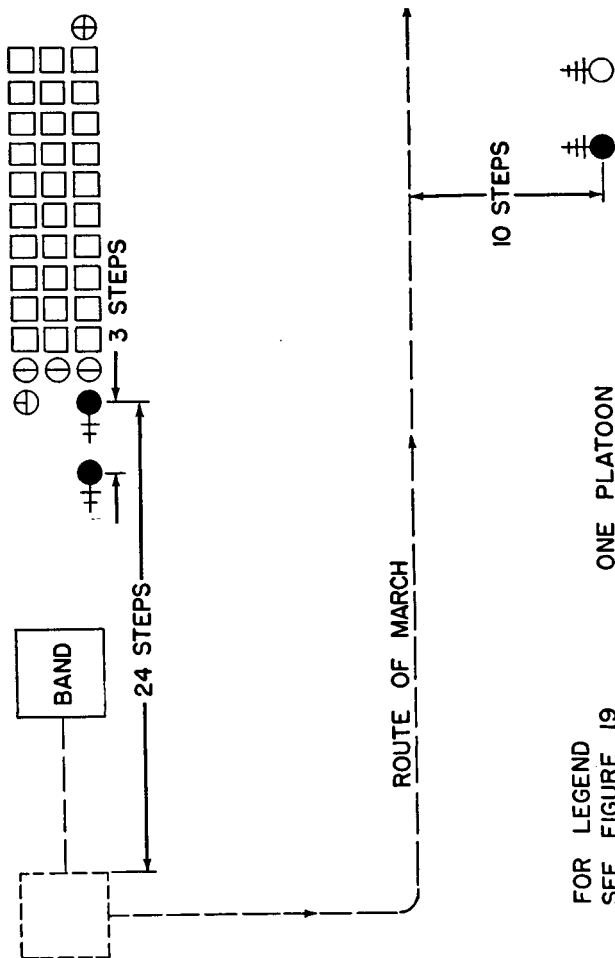
- (1) When there is one platoon the officer of the guard, the adjutant, and the sergeant major execute the hand salute on the command "**RIGHT**" and hold it until the sergeant major passes six steps beyond the officer of the day. Then the adjutant commands "**READY, FRONT.**"

- (2) When there are two platoons (fig. 14), the adjutant commands "EYES, **RIGHT**" for the first platoon. He commands "READY, **FRONT**" for the first platoon when the last rank is six steps beyond the officer of the day. The assistant commander of the guard commands "EYES, **RIGHT**," for the second platoon. He commands "READY, **FRONT**" when the last rank of the second platoon is six steps beyond the officer of the day. The adjutant and the commander of the guard salute with the first platoon; the assistant commander of the guard and the sergeant major salute with the second platoon.

e. While the guard is marching in review, the officers of the day stand at attention.

- (1) The new officer of the day returns the salutes of the adjutant and the commander of the guard. He salutes only once because the adjutant and the commander of the guard salute together.
- (2) When there are two platoons, he does not return the salute of the assistant commander of the guard.

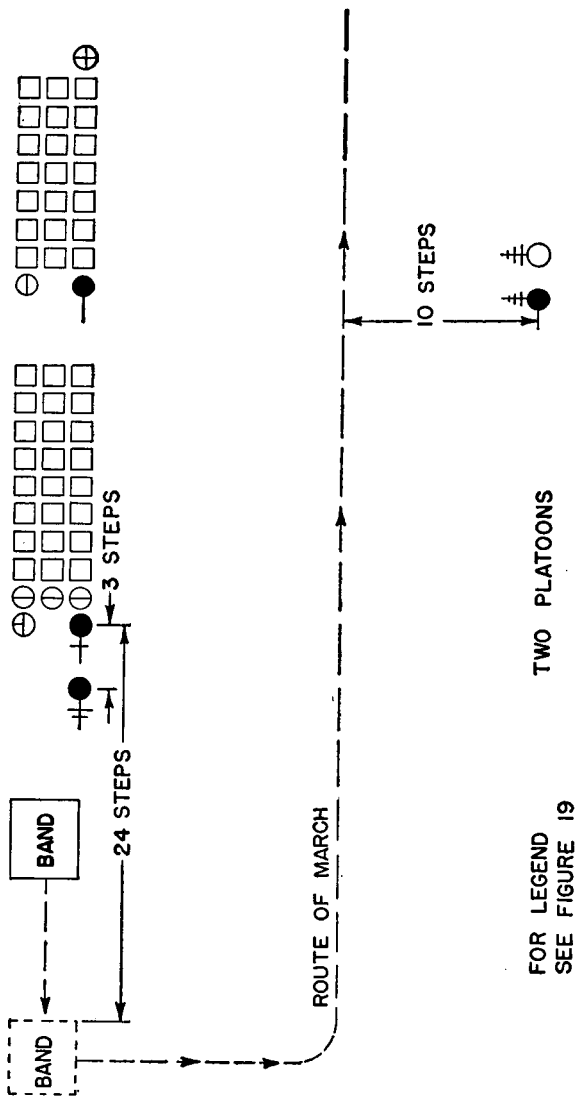
f. After the band passes the officer of the day, it turns out of column to the left and places itself in front of and facing the officer of the day 18 steps from where the left flank of the guard passes. It continues to play until the guard leaves the parade ground.



FOR LEGEND
SEE FIGURE 19

ONE PLATOON

Figure 13. March in review, one platoon.



TWO PLATOONS

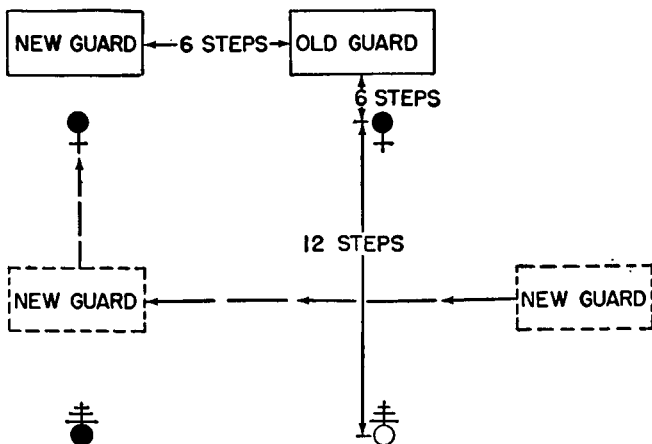
FOR LEGEND
SEE FIGURE 19

Figure 14. March in review, two platoons.

g. The adjutant steps out of column and halts when he is 25 steps beyond the officer of the day. The sergeant major steps out of column and halts abreast of the adjutant and three steps to the left. The adjutant and the sergeant major then face each other, salute, and leave.

h. The commander of the guard marches the guard to the guardhouse without changing his position in the formation.

i. If the guard consists of two platoons, the commander of the guard halts it and forms it into one platoon. The assistant commander of the guard marches behind the last man in the left file. The assistant sergeant of the guard marches in the rear of the right file.



FOR LEGEND SEE FIGURE 19

①

At guardhouse without field music

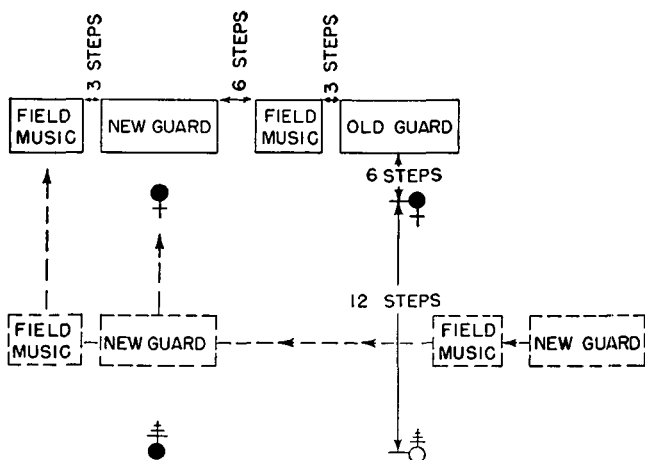
Figure 15. Formation of guards.

j. The officers of the day face each other and salute. The old officer of the day gives his orders to the new officer of the day.

62. Formation of the New and Old Guard at the Guardhouse

a. The old guard is formed at the guardhouse as prescribed in paragraph 41 (fig. 15①). (If field music has been authorized in accordance with SR 220-90-1, it forms three steps to the right of the old guard. The field music of the new guard forms three steps to the right of the new guard (fig. 15②)).

b. Relieving the old guard at the guardhouse is in accordance with paragraphs 40 through 44.



FOR LEGEND SEE FIGURE 19

②

At guardhouse with field music

Figure 15—Continued.

CHAPTER 5

SPECIAL GUARDS

Section I. GENERAL

63. When Detailed

Special guards are detailed when it is impracticable to use sentinels from the main guard to guard property or an area. Ordinarily they are governed by the same general principles as the main guard. Special guards follow safety procedures outlined in appendix III.

64. Purpose

Special guards protect vehicles, buildings, equipment, and supplies, and other public property not protected by the main guard. They enforce special regulations in regard to parks or other property being guarded.

Section II. PARK GUARDS

65. General

Motor parks and tank parks are usually guarded by elements of the main guard. When this is impracticable, special park guards are posted.

66. Duties

a. Neither the noncommissioned officer nor members of the park guard absent themselves from the vicinity of the park unless so ordered.

b. Park guards are not employed for police and fatigue duties at the park except in an emergency.

67. Control of Park Guards

Park guards are under the immediate control of their commanders.

68. Noncommissioned Officers of the Park Guard

a. The noncommissioned officer receives orders from his company commander. When relieved, he turns over all orders to his successor. He instructs his sentinels in their general and special duties, including safety procedures; exercises general supervision over his entire guard; insures that the guardroom is orderly and clean; and checks the motor vehicles, equipment, and property which he is to protect. Immediately upon going on duty he inspects the area for fire hazards and insures that keys are in vehicles so that they may be moved in case of fire. Before relieving his predecessor, the noncommissioned officer examines all locks, windows, and doors; if any are found insecure, he reports that fact to his company commander when reporting for orders. He personally posts and relieves each sentinel, taking care to verify the property responsibility of the sentinel who comes off post. He sees that the sentinel who goes on post knows the property for which he is responsible.

b. All vehicles returning to the motor park are reported to the noncommissioned officer of the park guard so that he may have knowledge of his added responsibility. He notifies the sentinel on post of any changes in the number of vehicles.

c. Other duties of the noncommissioned officer of the park guard include—

- (1) Promptly reporting to the company commander any unusual occurrence and any abuse of vehicles or property.
- (2) Answering the sentinel's calls promptly.
- (3) In case of fire, insuring that all firefighting measures, as outlined in paragraph 69*d*, are promptly carried out.
- (4) Permitting no vehicles or equipment to be taken from the park except by proper authority.
- (5) Designating another member of the guard to take charge and assume responsibility for the post whenever it becomes necessary for him to leave the post.

69. Sentinels of Park Guards

a. The sentinel of a park guard is governed by the regulations for sentinels on main guard duty.

b. He receives orders from the commanding officer, the park commander (the officer of the day and officers and noncommissioned officers of the guard when the sentinel is part of the main guard), and the noncommissioned officer of the park guard only.

c. In the field or when so directed by proper authority, the sentinel, upon being posted, verifies the number of motor vehicles for which he is responsible, and, upon being relieved, gives that number to his successor.

d. In case of fire, the sentinel gives the alarm by

firing his rifle, carbine, or pistol three times in rapid succession and calls "Fire, park, Company -----." As soon as the guard is alarmed, the sentinel opens or closes the doors to prevent the spreading of fire and to make it possible to remove the vehicles. With the other members of the guard he removes the vehicles from the park to a place of safety.

Section III. OTHER SPECIAL GUARDS

70. General

Train guards, boat guards, and other guards are detailed as special guards when it is impracticable for the main guard to guard the areas or property involved.

71. Duties

The duties of special guards are prescribed by the commanding officer to fit the specific needs.

CHAPTER 6

PRISONERS AND DISCIPLINARY GUARDS

72. Rules Governing Prisoners

AR 633-5 contains provisions for the administration and control of prisoners. The confinement officer is responsible to the commanding officer for all matters relating to the security, treatment, and custody of all prisoners, and for the administration and operation of the stockade.

73. Confinement and Release of Prisoners

a. A prisoner, from the first day of confinement until his sentence is announced, is held in confinement by authority of the commanding officer. After being sentenced by a court, the prisoner is held in confinement by authority of the officer who reviews its proceedings.

b. All prisoners are released from confinement only by an order of the commanding officer.

74. Disciplinary Guards

a. A disciplinary guard is detailed for the particular duty of guarding prisoners who are taken out of a stockade for work or other purposes. Disciplinary guards should be detailed for not less than one week. The number of sentinels detailed on disciplinary guard is kept to the minimum. Normally disciplinary guards are not part of the interior guard.

b. A part of the personnel from the main guard may be used in an emergency to augment the permanent stockade or disciplinary guard.

c. The confinement officer commands the stockade and disciplinary guards. He is responsible for making certain that all individuals assigned as stockade and disciplinary guards are properly armed and instructed in the use of their weapons; know their general and special orders; and are instructed in their duties.

d. The provost sergeant is the assistant to the confinement officer.

75. Guards on Duty at Confinement Facilities

a. A disciplinary guard actively assigned to guarding prisoners is considered on post.

b. In the event of an outbreak, attempted escape, or any disorder, a disciplinary guard takes immediate action, using enough force to restore order or prevent escape. The force used in any case is limited to that which is reasonable and necessary to enforce regulations and to control prisoners.

c. Caution and conservative judgment will control the use of firearms in preventing the escape of a prisoner. Firearms are used when no other reasonable means of preventing an escape is considered effective, but firing to prevent an escape is justifiable only as an extreme resort. If a prisoner attempts to escape, the sentinel, or any member of the guard who sees him, calls "HALT!" If the prisoner fails to halt after the call is repeated once and if there is no other effective means for preventing his escape, the sentinel or member of

the guard directs shots at the prisoner which are aimed to disable rather than to kill.

d. A disciplinary guard placed over prisoners who are to perform hard labor receives specific instructions governing the required work from the confinement officer or provost sergeant. Disciplinary guards are responsible for making sure that the work of the prisoners is performed satisfactorily.

e. A disciplinary guard placed over prisoners strictly enforces the rules for the conduct and control of prisoners.

f. When a disciplinary guard returns prisoners to the stockade, he halts his prisoners and calls "Gate Guard (so many) prisoners." Until he is directed, the disciplinary guard does not allow his prisoners to cross the post of the main gate guard at the stockade.

g. Prisoners, except installation parolees, are denied the privilege of the military salute.

CHAPTER 7

MISCELLANEOUS

76. Civilian Watchmen

Civilian watchmen are used when authorized by proper authority. They receive their orders and perform their duties as the commanding officer may direct.

77. Raising and Lowering the Flag

a. Normally a detail consisting of one noncommissioned officer and two privates of the guard equipped with sidearms or belts only, raises or lowers the flag.

- (1) The noncommissioned officer carrying the flag forms the detail in line, takes his post in the center, and marches it to the flagstaff. The flag is attached to the halyards and at the proper time raised rapidly to the top of the staff (AR 600-25). The halyards are fastened to the cleat on the staff and the detail marched to the guardhouse.
- (2) When the flag is to be lowered, the halyards are loosened and freed from the staff. After the flag is lowered it is neatly folded as described in SR 840-10-1 and the halyards made fast. The detail is then re-formed and marched to the

guardhouse where the flag is turned over to the commander of the guard.

b. The flag is always raised or lowered from the leeward side of the staff, the halyards being held by two persons. The flag is not allowed to touch the ground.

c. For occasions when the flag is raised and lowered, see AR 600-25.

78. Saluting Gun

The morning and evening salutes, and other prescribed salutes to be fired by the guard, are fired by a suitable detachment of the guard. For instructions on firing salutes and safety precautions to be taken, see AR 600-25 and appendix III.

APPENDIX I

REFERENCES

AR 210-10	Administration.
AR 210-175	Use of Force at Army Confinement Facilities.
AR 220-45	Duty Rosters.
AR 600-25	Salutes and Honors.
AR 600-320	Apprehension and Restraint.
AR 633-5	Prisoners—General Provisions.
SR 210-188-1	Guardhouses, Stockades, and Hospital Prison Wards.
SR 220-90-1	Bands—Organization and Supervision.
SR 320-5-1	Dictionary of United States Army Terms.
SR 320-50-1	Authorized Abbreviations.
SR 840-10-1	Description and Use of Flags, Guidons, Tabards, and Automobile Plates.
FM 19-5	Military Police.
FM 22-5	Drill and Ceremonies.
DA PAM 108-1	Index of Army Motion Pictures, Television Recording, and Film Strips.
DA PAM 310-1	Index of Administrative Publications.
DA PAM 310-3	Index of Training Publications.
DA PAM 310-5	Index of Graphic Training Aids and Devices.
Articles of the follows:	Uniform Code of Military Justice, as follows:
11	Reports and Receiving of Prisoners.
96	Releasing Prisoner Without Proper Authority.
97	Unlawful Detention of Another.
101	Improper Use of Countersign.
113	Misbehavior of Sentinel or Lookout.

APENDIX II

DETAILS AND ROSTERS

1. Detail of Personnel

The personnel required for the fixed posts of the main guard are detailed daily.

2. Detail of Officers

An officer of the day and an officer of the guard are detailed with each main guard unless the commanding officer considers the guard so small that an officer of the guard is unnecessary. When necessary to efficiently supervise and control the men on a relief, a junior officer of the guard is detailed to assist the officer of the guard.

3. Rosters

a. A roster is a list of individuals or organizations available for a specific duty with a record of the duty each has performed (AR 220-45).

b. For an accurate and equal distribution of guard duty, rosters are kept. The method described herein is one acceptable method of keeping a guard roster. Any method that insures equitable performance of interior guard duty may be used.

c. Whenever possible a single organization should provide the guard. This prevents interference or conflict with unit training programs.

d. When a single organization, such as a company, provides the entire guard detail for a day, a

guard roster showing only organizations is kept by the sergeant major and no account is taken of a very small difference in the strength of the companies. However, when the difference in strength of the various companies is large, a roster is kept as follows (fig. 16) :

- (1) Determine the number of sentinels of the guard that each company would be required to furnish if each were to detail its share of each guard. This number is called the *proportion* for each company. The method for finding this proportion is shown in *f* below. These numbers are entered in the *proportion* column of each company on the roster (fig. 16).
- (2) Give a minus sign to the proportion number of each company that does not furnish guard for a particular day. Add this number algebraically to the number listed in the credit column for the preceding day. On the day the roster is initiated, enter a negative proportion number in the credit column.
- (3) Subtract the proportion for the company providing the guard from the number of men it actually furnished. Give this difference a plus sign and add it algebraically to the number in the credit column for the preceding day.
- (a) The company that has the largest minus number in the credit column is usually selected to furnish the next

guard ; however, the choice of the company that will provide the next guard depends upon the company's administrative load and training schedule.

- (b) Rosters for sergeants and relief commanders of the guard provided by a single organization are also determined in this manner.

e. When several organizations provide personnel for each guard—

- (1) The adjutant keeps a roster of all officers of the day and officers of the guard by name.
- (2) The sergeant major keeps a roster of all sergeants of the guard, relief commanders, and privates of the guard by number or organization.
- (3) The first sergeants keep a roster of all sergeants of the guard, relief commanders, and sentinels of the guard by name.

f. The methods of determining the number of sentinels of the guard that are due from several companies is shown in figure 17. This figure shows the method used on the first and second days after setting up a guard system. The method used for the second day is used on each succeeding day until the number of organizations furnishing details changes. A discussion of the methods used follows:

- (1) Take the number of personnel eligible for sentinel duty in each company from its morning report for the day before

Guard furnished				A Company			B Company			C Company			D Company		
Date	Company	Number of Sentinels	Strength	Proportion		Credit	Strength	Proportion	Credit	Strength	Proportion	Credit	Strength	Proportion	Credit
Jan. 1	A	13	50	4.17	+8.83	3.33	40	3.33	-3.33	35	2.92	-2.92	31	2.58	-2.58
Jan. 2	A	13	50	4.17	+17.66	3.33	40	3.33	-6.66	35	2.92	-5.84	31	2.58	-5.16
Jan. 3	B	15	50	5.00	+12.66	4.00	40	4.00	+4.34	30	3.00	-8.84	30	3.00	-8.16
Jan. 4	B	15	50	5.00	+7.66	4.00	40	4.00	+15.34	30	3.00	-11.84	30	3.00	-11.16
Jan. 5	C	15	50	5.00	+2.66	4.00	40	4.00	+11.34	30	3.00	+1.16	30	3.00	-14.16
Jan. 6	D	15	50	5.00	-2.34	4.00	40	4.00	+7.34	30	3.00	-2.84	30	3.00	-2.16
Jan. 7	A	15	50	5.00	+7.66	4.00	40	4.00	+3.34	30	3.00	-5.84	30	3.00	-5.16
Jan. 8	C	15	50	5.00	+2.66	4.00	40	4.00	-1.66	30	3.00	+6.16	30	3.00	-8.16
Jan. 9	D	15	50	5.00	-2.34	4.00	40	4.00	-4.66	30	3.00	+3.16	30	3.00	+3.84
Jan. 10	B	15	50	5.00	-7.34	4.00	40	4.00	+6.34	30	3.00	+1.16	30	3.00	+8.4
Jan. 11	A	15	50	5.00	+2.66	4.00	40	4.00	+2.34	30	3.00	-2.84	30	3.00	-2.16
Jan. 12	A	15	50	5.00	+12.66	4.00	40	4.00	-1.66	30	3.00	-5.84	30	3.00	-5.16
Jan. 13	C	15	50	5.00	+7.66	4.00	40	4.00	-5.66	30	3.00	+6.16	30	3.00	-8.16
Jan. 14	D	15	50	5.00	+2.66	4.00	40	4.00	-9.66	30	3.00	+3.16	30	3.00	+3.84
Jan. 15	B	15	50	5.00	-2.34	4.00	40	4.00	+1.34	30	3.00	+1.16	30	3.00	+8.4

Figure 16. Roster for privates of the guard when single organization furnishes the guard.

that on which the tour of duty is to begin. Deduct details for detached service of over 24 hours that are made after the morning report is received. The total is the actual number of personnel available for sentinel duty. Enter this figure in the *strength* column for each company (fig. 17).

- (2) Then multiply the total guard detail needed by the strength of the company and divide the result by the total strength of the command. This gives the proportion for that company. Carry this proportion out to two decimal places. This is done for each company. Enter this figure in the proportion column for each company (fig. 17).
- (3) Add the *whole* numbers in the proportion column together. If the total is less than the total guard detail needed, add one to the whole number in the proportion that has the largest fraction, and so on for each company until the required total for the guard detail is obtained. Enter these whole numbers in the *detail* for each company (fig. 17).
- (4) Enter in the *credit* column the difference between the exact proportion (proportion column) and the number detailed (detail column) from each company.
- (5) Bring the credits forward to the next day and add them to or subtract them from

the first proportion. If the credit brought forward has a plus sign, subtract it from the first proportion. This is done because the proportion of the guard for the next day is to be reduced by the credited amount. If the credit has a minus sign, add it to the first proportion; the proportion is to be increased by this amount. This gives a final proportion which is used in figuring the detail and credit columns of succeeding days.

- (6) A typical roster for sentinels of the guard, using this information, is shown in figure 18.
- (7) The above methods are used to determine the number of sergeants of the guard and relief commanders and a similar roster is prepared for each.

g. When organizations provide their own park guards, credit is given each organization for the number of enlisted men detailed as though they had been detailed for main guard.

h. Other special guards are credited as the commanding officer directs.

First Day

Company	Strength	Sentinels of guard required (including 3 for park guard)	Total strength	Proportion	Detail	Credit
A—25	×	14	+130	2.69	3	+.31
B—35	×	14	+130	3.77	4	+.23
C—36	×	14	+130	3.88	4	+.12
D—34	×	14	+130	3.66	3	— .66
				<u>11</u>	<u>14</u>	
				130		

Second Day

Company	Strength	Sentinels of guard required (including 3 for park guard)	Total strength	First proportion	Credits brought forward	Final proportion	Detail	Credit
A—30	×	14	+130	3.23	+.31	2.92	3	+.08
B—30	×	14	+130	3.23	+.23	3.00	3	.00
C—34	×	14	+130	3.66	+.12	3.54	4	+.46
D—36	×	14	+130	3.88	— .66	4.54	4	— .54
						<u>12</u>	<u>14</u>	
						130		

Figure 17. Method of determining daily proportional number of sentinels of the guard from several organizations.

Date:	1 Jan.	2 Jan.	3 Jan.
Guard required:	14	14	14
A Company:			
Strength-----	25	30	30
First proportion-----	2.69	3.23	3.23
Final proportion-----		2.92	3.15
Detail-----	3	3	3
Credit-----	+ .31	+ .08	— .15
B Company:			
Strength-----	35	30	30
First proportion-----	3.77	3.23	3.23
Final proportion-----		3.00	3.23
Detail-----	4	3	3
Credit-----	+ .23	.00	— .23
C Company:			
Strength-----	36	34	34
First proportion-----	3.88	3.66	3.66
Final proportion-----		3.54	3.20
Detail-----	4	4	3
Credit-----	+ .12	+ .46	— .20
D Company:			
Strength-----	34	36	36
First proportion-----	3.66	3.88	3.88
Final proportion-----		4.54	4.42
Detail-----	3	4	5
Credit-----	— .66	— .54	+ .58

Figure 18. Roster for sentinels of the guard when several organizations provide the guard.



OFFICER OF THE DAY



OLD OFFICER OF THE DAY



ADJUTANT



COMMANDER OF THE GUARD



ASSISTANT COMMANDER OF THE GUARD



SERGEANT MAJOR



SERGEANT OF THE GUARD



ASSISTANT SERGEANT OF THE GUARD



COMMANDER OF THE RELIEF

Figure 19. Legend for formation of guards.

APPENDIX III

SAFETY REGULATIONS

Section I. SAFETY PROCEDURES

1. General

All personnel, prior to going on guard, must be qualified in the weapons they are to carry including the safety regulations for the weapons. Weapons are not carried with cartridges either in the chamber or receiver except on orders from the commanding officer. When loaded, weapons are carried locked.

2. Retreat Guns

Safety regulations for firing retreat guns are published by commanding officers and depend on the type of gun used. These regulations are to be understood and complied with by all personnel detailed to fire the retreat gun.

Section II. SAFETY RESPONSIBILITY

3. Post Commander

Commanding officers insure that any new regulations about safety as it applies to guard are made available to the guard immediately.

4. Company Commander

Company commanders are responsible for the weapons qualification, including safety regula-

tions, of all personnel in their companies. Any man assigned to guard duty who is not qualified in the weapon he is to carry is replaced at once. He is not assigned to guard duty until he becomes qualified in the weapon used on guard, or until he can be equipped with a weapon with which he is already qualified.

5. Officer of the Day

The officer of the day is responsible that all violations of safety regulations that come to his attention are reported to the offender's company commander. If the violation is serious, he reports it to the commanding officer, who takes appropriate action.

6. Commander of the Guard

The commander of the guard insures that the members of his guard observe safety regulations. In the event of a violation, he reports the details to the officer of the day for appropriate action.

7. Sergeant of the Guard

The sergeant of the guard is responsible for the conduct of the guard and reports all violations of safety regulations to the commander of the guard for appropriate action. Whenever possible, he is present at guard formations which involve loading and unloading weapons. He makes sure that all safety regulations are observed.

8. Commander of the Relief

The relief commander of the guard is responsible that safety precautions are observed by his

relief. He reports any man in his relief who violates safety regulations, and if the violation is serious, requests the sergeant of the guard to replace the offender.

9. Sentinels of the Guard

Sentinels on guard observe all safety regulations. If the sentinel has any doubt about any of these regulations, he requests instructions from the commander of his relief prior to being posted.

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By Order of *Wilber M. Brucker*, Secretary
of the Army:

MAXWELL D. TAYLOR,
General, United States Army,
Chief of Staff.

Official:

JOHN A. KLEIN,
Major General, United States Army,
The Adjutant General.

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USAR: None.

For explanation of abbreviations used, see SR 320-50-1.